



BABLAKE & KING HENRY VIII SCHOOL

BKHS BABLAKE PREPARATORY
AND
BKHS PRE PREP

School Educational Visits Policy

Person Responsible	School Leadership Team
Last Update	August 2021
Frequency of Review	Annual

This policy applies equally to the Early Years Foundation Stage (Reception), Key Stage 1 and Key Stage 2.

SCHOOL VISITS POLICY

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1. Statement of General Principles

- a. The school recognises the importance of school visits for the educational, social and moral development of pupils.
- b. The careful preparation and supervision of school visits is essential in order to ensure the safety and enjoyment of pupils as far as is reasonably possible.
- c. All school visits must have the written approval of the Headmaster.
- d. An administration file should be opened and kept containing all the relevant paperwork for each trip.
- e. Each visit should have a designated leader, who is sufficiently competent and experienced to fulfil this role.
- f. Where an activity centre or similar agency is engaged by the school, the distinction between the responsibility of the teacher and the staff of the agency needs to be clearly defined in writing.
- g. The involvement of any non-contracted adult must have the written approval of the Headmaster; such persons must have undergone a DBS check. Parents who volunteer to take part in a school trip will need a Pre Visit briefing delivered by the EVC.
- h. The school recommends the following minimum staff/pupil ratios for visits:

For pupils in School Years the following ratios are recommended:

- Nursery – 1:4
 - Reception – Year 2 – 1:6
 - Year 3 – Year 6 – 1:10
 - Domestic residentials – 1:15
 - International trips – 1:10
 - All domestic residentials as far as reasonably possible there should be a balance of male and female members of staff on the trip.
 - There should be at least one first aid trained member of staff on each trip.
- i. Parent Consent Forms for day trips, domestic trips and international trips should be sought as applicable.
 - j. Up to date medical information should be obtained on all pupils, especially when on a residential visit and international trip and taken on the visit.
 - k. The Headmaster reserves the right to exclude any pupil from participating in a trip or expedition.

- I. The school notes the extra commitment required of staff to undertake residential visits in particular. Whole visits will be undertaken in term time with the exception of ski trips.

In all matters the school expects members of staff to carry out their responsibilities in a manner which is fair and reasonable.

Reference may be made to the booklet Health and Safety of Pupils on Educational Visits, published by the DfEE in November 1998, and revised November 2018.

Pupils with a medical record which gives cause for concern should be taken on a visit only after consultation with the child's parents, trip organiser and Headmaster and with written advice of the School Nurse.

Formal written Risk Assessments should be undertaken for all aspects of a visit, including travel arrangements. The EVC must be consulted.

2. Policy Guidelines

A. Supervision

- i) Every trip must have a clearly designated leader employed at the school or schools if a joint trip is arranged. The Leader is considered by the Headmaster to be sufficiently competent and experienced to fulfil this role. The Leader will be competent to undertake ongoing informal risk assessments to cover events such as illness of staff; inability of pupil to participate, change of weather or venue. Where there is a large party a deputy leader must be designated. A large party would be one where over 30 pupils are involved.
- ii) The level of adult supervision must realistically reflect the purpose and nature of the trip, the age and maturity of the pupils, the experience of the accompanying adults, and any special needs. In all matters the school expects members of staff of non-staff volunteers to carry out their responsibilities in a manner which is fair and reasonable.
- iii) Adults of the appropriate gender must accompany all school visits, i.e. male members of staff must accompany visits where boys and girls are involved and female members of staff must accompany visits where girls are involved.
- iv) Group leaders must explain clearly, and preferably in writing, the responsibilities of staff and adult supervisors on each visit; a briefing meeting is considered best practice.
- v) Pupils must know where they can contact an adult member of the party at all times.
- vi) All staff must carry a list of all pupils on the visit; checks and roll calls should be frequent and a roll must always be called when pupils re-join any transport before departure.

- vii) Pupils should not wander around on their own, but should be supervised at all times throughout the visit.
- viii) Non contracted adults can only accompany visits if the written permission of the Headmaster has been obtained and DBS disclosure obtained.
- ix) To identify members of a group on a residential visit, each pupil must be given written details showing the name, address and telephone number of the group's accommodation as well as the name of the school and group leader.
- x) Fire procedures at residential sites should be checked, as far as is possible, prior to the visit being undertaken. In the event, a fire evacuation procedure involving all pupils should be carried out as soon as practically possible after arrival.
- xi) All staff on a school visit owe a duty of care to act in a manner of a prudent parent in exercising supervisory responsibilities for the pupils; in certain circumstances a teacher on a visit can be expected to exercise a duty of care greater than that of a prudent parent. The golden rule is at all times: safety first.
- xii) On residential visits, staff do not share bedrooms with pupils; nor are pupils of different gender permitted to share bedrooms.

B. Expertise in Activities

- i) Accompanying adults must have a reasonable knowledge, experience and skills in the activities undertaken.
- ii) Leaders must be satisfied that pupils are medically fit to undertake the planned activities. If there is any doubt, reference should be made to the School Nurse.
- iii) Detailed guidance on particular activities is given in:
https://dera.ioe.ac.uk/7648/7/HSPV2_Redacted.pdf
- iv) When planning an activity involving caving, climbing, trekking, skiing or water sports, schools must currently check that the provider holds a licence required by the Adventure Activities Licencing Regulations 2004 (for England, Scotland and Wales).
- v) If a member of staff has any reason to doubt the competence or conduct of any adult on a visit, this should be made known to the leader at once with fully documented evidence (e.g. witnesses). It is the leader's responsibility to deal with the matter at once, if necessary, contacting Senior Management at school. All discussions should be accurately minuted.
- vi) Where an external agency is being used, such as a travel company, staff must establish in advance the competence of the agency's staff. Doing so may include an inspection of the agency/centre's documentation on staff and risk assessment, equipment and its distinction between the responsibilities of the school and the staff of the agency needs to be clearly defined in writing.

- vii) Before undertaking such a trip, those leading it must ensure that its aims and objectives are clear and that the pupils will derive benefit from it.
- viii) All supervisors must undertake risk assessment(s) for the activities planned. Training for all staff risk assessment is available on application to the EVC.
- ix) Staff are advised to refer to the Royal Society for the Prevention of Accidents website at www.rospa.co.uk for up to date information.

C. Knowledge of Area and Activities

- i) Group leaders should be familiar with the nature of the conditions likely to be encountered.
- ii) Prior information must be obtained about local hazards and safety requirements that are likely to be encountered. Where appropriate, contact should be made in advance with local agencies, wardens et al. in order to ascertain local conditions.
- iii) Informed and responsible local advice must always be heeded and acted on accordingly.
- iv) Pupils and adults must be suitably clothed and equipped for particular activities and the conditions likely to be encountered.
- v) A preliminary reconnaissance visit by the leader is essential in order to evaluate the site(s) from an educational and safety viewpoint, where this is impractical, staff must be able to demonstrate that sufficient preparation has been undertaken (e.g. use of a reputable travel agent's package).
- vi) Appropriate risk assessments need to be made, if necessary, the travel agent should provide these.
- vii) An appropriate foreign language phrase book should be taken where necessary. RoSPA recommends that at least one member of staff should be fluent in the local language and that all members of staff should have some knowledge of it.

D. Insurance Arrangements

- i) A statement on insurance cover should be prepared in consultation with the Coventry School Foundation where appropriate, i.e. on residential visits.
- ii) Parents must be made aware of any insurance cover that has been arranged. Copies of the travel insurance arranged through the Coventry School Foundation must be sent to parents.
- iii) On non-residential visits no special insurance should be necessary: if in any doubt, check with the Coventry School Foundation.

- iv) The school has insurance which covers staff and pupils for visits; in addition, non-contracted adults are also covered on a separate policy. Copies of the policies are available from the Coventry School Foundation.
- v) The insurance of staff and non-contracted adults in addition to the above is the responsibility of the individuals themselves.

E. Transport

- i) The school will ensure that the tour operator or hirer or transport providers such as coach companies are reputable.
- ii) The school will check that there are sufficient adults on the trip to supervise the pupils and maintain good discipline – in this regard the school acknowledges that a staff or non-staff driver of a minibus cannot also be expected to supervise the pupils.
- iii) The school will ensure that any staff or non-staff drivers have the appropriate qualifications, and, if necessary, insurances for driving that vehicle.
- iv) The school will consider whether there are any safety concerns arising from the mode of transport and plan in advance how to deal for example pupils travelling on a train or aeroplane.
- v) The school will ensure that a first aid kit is available is at all times which will include sickness tablets.

F. Procedure for a school visit

- i) The teacher wishing to undertake a school trip will complete an application form (available online) outlining the educational or social benefits to be gained from the trip together with provisional practical details. This plan will be provided to the Headmaster and the EVC who, if satisfied the trip is appropriate, will approve the trip in writing.
- ii) An administration file should be opened and kept containing all the relevant paperwork.
- iii) Parents will be informed of the proposed trip and, if it is deemed necessary, will be invited to attend a meeting(s) at the school to discuss the trip including insurance cover.
- iv) The parent's written consent will be obtained for all day trips, residential or international trips.
- v) Any child whose parents refuse to give their full unequivocal consent to the trip will not be allowed to participate.
- vi) Draft copies of letters to parents must be sent to the Headmaster for their approval and/or amendment.

- vii) Group Leaders, Class teachers must ensure that all the forms are collected.
- viii) Parents must be informed of any special requirements in terms of equipment, clothing, times of return, addresses and telephone, passports etc. in advance of the visit.
- ix) Full itineraries must be given to parents in advance of residential trips.
- x) Up to date medical information for pupils must be obtained from iSAMS.
- xi) Pupils and members of staff travelling abroad must be in possession of individual passports, either UK passports or other passports plus appropriate visa(s); group passports should not be used.
- xii) Staff should be readily available to speak to parents about the organised trip.
- xiii) The Headmaster will ask that written risk assessments for all aspects of the visit including travel arrangements are undertaken. The risk assessments will be:
 - Generic activity risk assessments that are assessments of risk likely to apply to the activity wherever and whenever it takes place.
 - Visit/site specific risk assessments which are likely to differ from place and group to group.
 - If necessary, a pre-visit will need to be arranged especially when neither the school nor the Leader has visited that location before.
- xiv) Charges for the visit should be clear and adhered to fully; any surplus must be reimbursed to the parents concerned.
- xv) Liaison with Finance office is essential; plus involved, date(s), destination and payment through ParentPay should be clearly set out on paper; amendments to the list must be notified in writing.
- xvi) The Leader should use iSAMS in consultation with the School Nurse to identify a list of special medical requirements concerning pupils on the visit. Up to date medical information should be obtained all pupils, especially when on residential visits. Pupils with a medical record which gives cause for concern should be taken on a visit only after consultation with the Headmaster, parents and Group Leader, and with written advice of the School Nurse. Information should be given to supervising staff on the trip.
- xvii) Emergency telephone numbers should be listed and kept in the file; these must be taken on the trip.
- xviii) Coaches/minibuses should be booked using only reputable firms via the School Administrator; all vehicles must be fitted with seat belts, fire extinguishers and other appropriate safety equipment. Those driving minibuses are bound by the school's codes of practice.

- xix) A list of pupils going on a visit along with the destination and estimated time of return must be given to the School Office at least one week in advance of the visit; any last minute alternations should be notified on the day.
- xx) A list of pupils involved in overnight stays during the holidays must be given to the School Office.
- xxi) The group Leader will ensure that the following actions are completed on or before the date of the departure of the trip:
- Lists carried by all staff on the visit must be checked on the day of departure and emended for absentees if appropriate.
 - All parent helpers taking part in a trip must be briefed on the safeguarding briefing points for supporting school trips (See Appendix A and B).
 - Senior management must be notified of any pupils who are not intending to go on the visit which is compulsory as far in advance as possible.
 - Leaders must have a sufficient 'float' money to cover unforeseen expenditure on international visits (foreign currency can be ordered from the Finance Office).
 - A point of contact must be established at the school in order to transmit information to parents in certain circumstances (e.g. late returns); on residential visits a contact must be designated and his/her telephone number given to the School Office in order that information can be relayed to parents. On international trips an email group must be established to ensure that communication with parents is daily.
 - A record of passport numbers and the telephone number of the Liverpool Passport Office should be taken on all foreign visits. Passports should be held by the group leaders.
 - Leaders should ensure that a First Aid kit is taken on every school outing. These are available from the School Medical Room.

G. Emergency Procedures during the Visit

- i) Group Leaders and adults must make sure that pupils are fully briefed about the local conditions which they are likely to face; pupils also be told what to do if they encounter any difficulty or emergency; pupils must know where to find whether the leader or an adult.
- ii) All adults on a visit should have a list of pupils and their parents' emergency contact numbers.
- iii) Parents must be informed at the earliest opportunity if an emergency occurs.
- iv) In the event of an accident or illness, parents must be informed as quickly as possible. If any pupil sustained an injury, an Accident Report must be made and eyewitnesses accounts recorded; these must be submitted to the Headmaster who will submit them to the Health and Safety Officer.

- v) Leaders must have contingency plans for eventualities which may happen on a visit (e.g. care and/or return of ill/injured pupils, early return for disciplinary reasons).

H. Discipline and Sanctions

- i) At all times the Headmaster reserves the right to exclude any pupil from participating in a trip or expedition or any part of the trip. This authority is delegate to the Group Leader who is authorised to forbid the pupil from participating at any time during the trip if it becomes clear that the pupils i.e. either incapable of or insufficient responsible to undertake all or any part of the trip or activities.
- ii) Normal School Rules will apply on all school visits; they are to be vigorously enforced and breaches dealt with appropriately at the time.
- iii) On residential visits it is essential that pupils are given clear instructions as to their conduct; this applies to matters such as free times, lights out and bounds.
- iv) Pupils are not permitted to take electronic devices on school trips or residential with the exception of the school ski trip. On the ski trip where pupils are allowed to take devices capable to transmitting imagery, any failure to abide by the school Acceptable Use Policy will result in disciplinary sanctions. Where such breach constitutes a potential child protection issue the Trip Leader will liaise with the Headmaster and appropriate action will be taken and parents be informed.
- v) Breaches of discipline on visits should be reported to the Assistant Head in writing on return to school via My Concern.; serious breaches should be reported to the Headmaster.

3. Roles

A. Governing Body

The Governing Body is responsible in law for the safety of pupils who participate in school trips.

In addition, the Governing Body will wish to:

- i) Ensure that the EVC has the appropriate time and expertise to fulfil the responsibilities expected of him/her.
- ii) Ensure that guidance is available to inform the school's policy, practices and procedures relating to the health and safety of pupils on visits.
- iii) Ascertain what training is available.
- iv) Try to ensure that any visits are well-planned in advance.
- v) Satisfy themselves that the necessary assurances have been obtained from an external contractors about competence and insurance cover.
- vi) Ensure that any children with special needs or disability are included as afar as is reasonably possible in the visit.

- vii) Ensure that vicarious liability insurance cover is clear and sufficient.

B. Headmaster

While the Headmaster has an important role in being the focal point for the school, many of his/her responsibilities have been delegated to the EVC. The Headmaster's main functions for the school trips are as the overall supervisor of the trip and arrangements and to be the immediate point of reference for parents and the Governing Body.

The Headmaster will:

- i) Ensure that the EVC is suitably trained and competent to discharge his/her responsibilities.
- ii) Satisfy himself that appropriate risk assessments including pre-visit assessments have been satisfactorily undertaken – this also includes the competence and insurance cover of any external agencies involved in the trip.
- iii) Satisfy himself of the Leader's competence and ability to maintain discipline.
- iv) Ensure that all staff and non-staff are both competent and appropriate to be on the trip.
- v) Confirm in writing that non-staff volunteers can attend the visit and make sure that DBS disclosures are in place where necessary.
- vi) Ensure that parents are fully informed of the trip, have provided their consent and can be contacted for its duration.
- vii) Make time available for the EVC to train any staff and non-staff supervisors before the trip commences.
- viii) Ensure the school has emergency procedures in place in case of a major incident.
- ix) Injuries to pupils who are involved in an accident at school or during an activity organised by the school are only reportable under RIDDOR if the accident results in:
 - The death of the person
 - An injury that resulted in the person being taken directly to the hospital for treatment

C. Educational Visits Coordinator

This is a pivotal role in that the EVC shall work closely with members of staff for ensuring that safety of the school visit before, during the after the trip has ended. The EVC will also assist the Headmaster and School Health and Safety Committee in planning school procedures to help the school fulfil its health and safety obligations for visits. The EVC will work closely with the Headmaster for both the strategic and operational aspects of the school trips and procedures.

In addition to any other responsibilities set out in the policy the EVC will:

- i) Ensure that such risk assessments including re-visits as are necessary are undertaken.
- ii) Assess the competence and, if necessary, train or arrange for staff or non-staff supervisors to be trained.
- iii) Ensure that parents give their full and unequivocal consent to their child going on the trip; the EVC will ensure that such consent is given on a fully informed basis.
- iv) Ensure that all parents are thoroughly briefed before the visit commences on the safeguarding briefing points for supporting school trips (See Appendix A and B).

- v) Ensure that supervision ratios are appropriate.
- vi) Where an external agency assists with the visit, ensure the agency is competent and has appropriate insurance cover.
- vii) Assist the Headmaster to organise the emergency arrangements for a trip.
- viii) Consider how pupils with special needs or a disability as defined by the Disability Discrimination Act 1995 can be involved in school visits.
- ix) Keep records of visits including reports of accidents or near incidents (near misses).
- x) Review practice and systems in collaboration with the Headmaster in light of any lessons learned during the visit.
- xi) Maintain a record of training for members of staff.
- xii) Attend such training sessions as are required to ensure that he/she has the necessary competence and skills to act as EVC.

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APPENDIX A

GUIDELINES FOR PARENT HELPERS ON SCHOOL TRIPS

Thank you for volunteering to help our children on their trip. We value your involvement and thank you for your time and support.

The aim of this document is to give the information that you need to make your time both worthwhile and enjoyable.

GUIDELINES

- It is very important that all staff, parent volunteers and other adults working in the school work to a policy of **confidentiality**. You may see children struggling with work, be upset or misbehaving or hear/see other information concerning a child while you are with us on the trip. It is vital that you do not share anything about specific children with friends or family or a child's parent if you know them. The teachers at Bablake Prep and Prep Prep have the responsibility of informing parents of any concerns about a child.
- All children are told that they must stay with their group and the group adult at all times.
- Teachers are responsible for **all** first aid and medication.
- Teachers lead the rules, routines and expectations for the day. Please help the teacher by ensuring your group follows all instructions.
- If there is a medical or other emergency, inform the teacher immediately.
- The teacher is responsible for contacting the school in emergency situations.
- If you need to leave your group for any reason, please inform the teacher.
- If appropriate, children will be permitted to bring their own pocket money on the trip. This should not be supplemented in any way with gifts bought for individual children or groups.
- Volunteers are respectfully asked that they dress appropriately for the trip.
- Please do not have favourites – as humans we are drawn to certain individuals but it is important that all children on the trip are given equal time and attention.
- Please encourage the children to be independent – we expect children to try things themselves before we help them.
- Please do not lift, carry or move a child in any way.
- Parents helpers will be requested not to use their mobile phones when in contact with the children.
- Parents may not always have their own child in their group.
- If you have any queries or problems concerning the trip, please direct these in the first instance to the teacher, or if you would rather, the Deputy Headmaster on return from the trip.
- If you are unable to be in school for the trip, please let the teacher know either in person or by telephoning the office.

We look forward to seeing you on the day of the trip. The teacher leading the trip or the Deputy Head will provide you with a short Health and Safety/Safeguarding briefing before departure.

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APPENDIX B

PROCEDURES FOR TAKING PARENT HELPERS ON SCHOOL TRIPS

1. Ensure that suitable Parent Helpers are approached to support the pupils on the trip, with preference being given to those that have a DBS.
2. Ensure that all Parent Helpers are emailed the Guidelines for Parent Helpers at least a day before the trip departure.
3. Enquire of the school community regarding Parent Helpers' suitability or otherwise.
4. A Health and Safety / Safeguarding briefing will be given by the trip leader / Deputy Headmaster to the Parent Helpers accompanying the trip prior to departure.

The following **Safeguarding** briefing points must be shared with Parent Helpers taking part in school trips by the member of staff in charge of the trip:

1. All Parent Helpers are to maintain confidentiality during and after the trip.
2. If a child tells a Parent Helper something that causes concern, please tell the accompanying teacher or Deputy Headmaster as soon as possible after the disclosure in an appropriate setting so that others cannot overhear.
3. A Parent Helper must not touch a child in any way that would be deemed as inappropriate.
4. A Parent Helper must ensure that all interaction with a child is age appropriate.
5. A Parent Helper must not be alone with a pupil.
6. All first aid or injuries must be dealt with by a member of staff.
7. A Parent Helper will be requested not to use their mobile phones when in contact with the children.
8. A Parent Helper must not accompany a child to the toilet. Pupils should always be with a buddy when going to the toilet. (Particularly for male Parent Helpers – if male Parent Helpers happen to be in the toilet at the same time as pupils, Parent Helpers are asked to use the cubicles and not the communal facilities.)

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